



## RULES AND REGULATIONS

### The Historic Cottage at San Clemente State Beach

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Thank you for your recent inquiry regarding holding a special event at the Historic Cottage. California State Parks is happy to make this facility available for your private function. The primary objective at our venue is the interpretation to the public of a unique architecture, as well as the lifestyle and time period that make this 1930's C.C.C. constructed Cottage a prized example of its era. Our policies reflect our concern to ensure the integrity of this valuable resource so that all who visit in years to come will enjoy the history that it represents. To avoid any incongruous activity, please read the following terms and conditions carefully.

## Availability

### **April - November (Except holidays): 1 pm-10 pm**

The cottage may be available for events on Friday and Saturday during the peak visitation season: (Memorial Day through Labor Day). Holidays and holiday weekends are not available.

All vendors are allowed to arrive for setup **at 1:00 pm**. If needed, an optional 2-hour permit extension is offered for setup from 11am-1pm at \$185.00/hour.

**Allow a minimum of 2-3 hours to set-up your event.** The premises must be clear of guests **no later than 10:00 pm**. This allows your remaining vendors one hour to clean up before the venue is completely vacated by **11pm**. Please note that quiet hours for the adjacent campground begin at 10:00 pm. Final inspection by our staff begins at 10:00 pm.

## Public Visitors

As the permittee, you **DO NOT** have exclusive use of the State Park. However, the staff assigned to your event will make sure the event stays private to you and your guests. We will allow the public around specific areas of the property during the set-up of your event, prior to guest arrival, while concurrently assuring that they do not interfere. Our gift shop on site will close at 2pm.

## Fees

Venue  
Capacity

150 guests

**Friday, Saturday, & Sunday: \$4,000.00** site fee

(Includes monitor and parking for up to 50 cars)

**Monday - Thursday: \$3,000.00** site fee

(Includes monitor and parking for up to 50 cars)

**Alcoholic Beverage Permit: \$500.00**

Required for each event where alcoholic beverages are being served. Selling of beverages is prohibited.

**Bluff Ceremony Location (optional): \$250.00**

This is an off venue, but walkable ceremony only location available and located directly next to the Historic Cottage. No alcohol allowed.

**Deposit:** To reserve the site a **\$500.00 non-refundable deposit** is required. The balances of all fees are due 2 months prior to your event. You are welcome to make payments throughout the year or wait and pay in full on the due date. If fees are not received at least 60 days prior to your event, State Parks has the right to terminate your event permit.

**Payments:** We accept checks, cashier's checks and all major credit cards except American Express. Please write any checks out to the *State of California*. All payments can be mailed or dropped off to our office below:

**Mailing Address/  
Drop off Location:**

State Parks and Recreation  
Attn:Special Event Coordinator  
3030 Avenida del Presidente  
San Clemente, CA 92691

**Office Hours:**  
Monday-Friday, 9am-5pm  
(excluding holidays)

**After Hours Fee:** In the event that your vendors have not completed their load out by 11:00pm, the permittee may be charged an after hours fee at the rate of \$105.00 per hour.

**Insurance Policy:** Cost is dependent on the insurance carrier that you choose and is not included in your site fee. This is the sole responsibility of the permittee. **Without a copy of your insurance certificate on file, State Parks will not allow your event to take place.** This is due at least 60 days prior to your event date.

**Parking:** All event reservations will include entry for up to 50 cars at no additional fee. Any cars entering the park over this limit will be charged the standard day use rate of \$15.00 per vehicle. All extra vehicles are noted by our staff and charged to the permittee post event.

## Reservations and Public Date Release

The Historic Cottage will release available dates to the public a year in advance on the first of the month. (For example, when our season opens, you will have the opportunity to reserve for April 2020 on April 1, 2019. Dates for May 2020 will be available on May 1, 2019 and so on throughout the year until all available dates have been reserved.)

**It is very important that you have all necessary information before we release dates. Please reach out to the Special Event Coordinator with your interest at least 2 weeks prior to the first of the month.**

In order for your application to be accepted for review, the following items must be complete and submitted to our office between **9:00-9:15am** on the release day:

1. Special Event Application
2. Alcohol Permit Application (if applicable)
3. \$500 Deposit
4. Acknowledgement of Venue Guidelines (last 2 pages of this document)

**LOTTERY:** With the increasing popularity of the venue, we are beginning to have more interested parties than available dates to offer. On months that this occurs, a lottery will take place. The Special Event Coordinator will tell you if a lottery will be necessary, and will be able to answer any additional questions relating to this topic leading up to the date release.

## Park Staff

**All events will include the presence of two park staff who will be onsite through the cleanup of the event.**

**SECURITY:** This monitor is present to enforce all terms and conditions of the permit and maintain the privacy of the event.

**MAINTENANCE:** Your second park staff will be maintenance based. They will be responsible for removal of the trash as well as maintaining the public and private restroom available at the venue. He/she will continually check the premises for overall cleanliness.

Primarily, our State Park staff is on site to ensure your event is a success. These monitors are to be contacted immediately, should there be any issues that arise which are not addressed in the permit.

## Location

Our Historic Cottage is located in South San Clemente within San Clemente State Beach. The property overlooks the geologically significant San Clemente Bluffs area up to the Dana Point headlands. The classic adobe walls embrace a spacious, tiled courtyard and excellent vantage point from which to view the ocean and spectacular sunsets for which this portion of the South Orange County coastline is noted.

Events at the Historic Cottage take place on the exterior patio and grass area. **This is an outdoor venue.** The interior of the cottage is a gift shop and park museum and will remain closed during all special events.

The courtyard gets sunshine throughout the day and cools off around 4:00 pm. The afternoon winds are predominantly westerly and are usually gentle, although may approach 12-14 knots at times.

### VENUE ADDRESS

Please use this address for all event invitations!

The Historic Cottage at San Clemente State  
Beach  
225 Avenida Calafia

## Grounds

The property offers beautiful gardens, trees and lawns. In the spring, you can see the wisteria flowering near the fireplace and wildflowers on the bluff path just outside the cottage wall. Do not forget to notice the pomegranate, lime and strawberry trees planted around the cottage lawns producing fruit throughout the year.

The walled courtyard is the sole venue for all events at the Cottage. As mentioned in the section above, all parties are held OUTSIDE in the courtyard. The interior of the Cottage will remain closed during all special events.

## Restrooms

The restroom building available to your guests is located adjacent to the parking area, approximately 50 yards distance from the front of the Cottage. Handicapped accessibility is provided. The maintenance staff assigned to your event will periodically check this facility for cleanliness and to restock any necessary materials.

There is a small single restroom available off the main patio. This restroom is primarily used for the bridal party or any elderly guests requiring closer amenities. A sitting room is connected to this bathroom where the bride may touch up makeup/hair, stay out of the sun and/or await the start of the ceremony.

*It is the responsibility of the Permittee to assure that these facilities are kept clean. To this end, the Permittee should designate a representative or official event planner with whom the State Park monitor will coordinate to assure that sanitary conditions are maintained during the event.*

You are also welcome, if preferred and with park approval, to bring in your own mobile restroom trailer with the understanding that park staff will not be responsible for maintaining the cleanliness of any outside vendor equipment.

## Lighting

Bistro lighting is included with the venue reservation. There are also lights mounted around the perimeter of the patio on dimmer switches to help create the appropriate light levels needed for the time of day. The State has provided walkway and planter lighting leading out to the parking lot. These are low, malibu style lights which are situated in the planter areas. Events held after sunset hours may want to provide some extra lighting in specific areas of the venue.

Any extension cords crossing walkways need to be secured with a **mat** to prevent a tripping hazard. We do not allow twinkle lights or lanterns to hang from any of the trees. All lighting needs to be self-standing and placed in a safe area to prevent damage to the building and gardens.

**FIREPLACE:** The venue has a gas fireplace. You do not need to provide anything to use this. The maintenance staff working your event will turn it on and off for you as needed.

**GENERATORS:** If a generator is necessary for the event, please ensure that it is placed on plywood and that it is situated outside of the patio area, (preferably outside the south wall of the patio, nearest ocean.) Please also ensure that this generator is properly muffled as to produce the least amount of noise pollution. Fire extinguishers are required next to each generator including any placed on the bluff prior to the ceremony.

**HEATERS:** Propane heaters are allowed on the patio. The propane tank must be placed on a piece of plywood and situated so as to minimize the possibility of tipping over.

**ELECTRICAL OULETS:** Electrical outlets are found around the perimeter of the courtyard, 20 amps maximum. The cottage coordinator can point out in person for you and also has a diagram available to email if requested, noting the locations of all outlets.

**OPEN FLAME POLICY:** The Historic Cottage does not allow open flames. You may have candles IF they are contained within a votive or hurricane glass. Being as close as we are to the ocean and being outdoor, LED battery operated tea lights are strongly suggested and preferred for use at this venue. Tiki torches or other flammable luminaries are not permitted. **Absolutely no sparklers.**

## Preferred Vendors

The San Clemente Historic Cottage does not use preferred vendors.  
You are allowed to bring in your own vendors **with venue approval.**

There are certain restrictions with some vendor types.

See the cottage coordinator for more information.

## Photography, Videography and Drones

As stated, you are allowed to bring in your own vendors, including your photographer and your videographer. There are many areas surrounding the Historic Cottage and leading down to the beach where you are allowed to shoot media. No one is allowed to shoot in restricted areas of the park, more specifically on the train tracks or on top of the bluff side cliffs. **California State Parks will not be held responsible.** These areas are extremely dangerous and can cause serious injury, if not death. If you are seen photographing or having photographed in these areas, you may be fined and your photographer/videographer will not be allowed back to the venue.

**DRONES:** May be allowed with additional permit. See Cottage Coordinator for details.

## Music/Noise

DJ's and acoustic musicians (up to 2 performers) are allowed at the venue with no additional paperwork. If you wish to have a **live band**, a separate form is required for filing and will be submitted for approval by our offices.

The location and orientation of all music speakers is extremely important when considering the areas around the venue. All speakers will be either facing West towards the ocean or South towards the parking lot. Speakers will not be allowed to face North in the direction of the fireplace. Apart from being within close proximity to our guests staying within the public campground, you also are across the canyon from neighborhoods and private residences. The volume does travel and while some of the locals do not mind your music, others do. We have a maximum decibel limit of 70 that is tested and enforced throughout the evening by our park staff. Please note, weather conditions can lower the dB limit allowed.

Prior to the start of the event, we will meet with the DJ to approve of the location of the music equipment. If there are any issues with the volume of music, location or direction of speakers at any time throughout the course of the event, our staff will coordinate with the DJ or event coordinator to correct. If our requests to correct these issues are denied or continue to be disregarded, we will shut down all amplification of the event for the remainder of the night and the DJ Company will not be allowed back at the venue.

### Additional Music/Noise Regulations

**The venue requires the last dance to be scheduled at 9:25pm**

**All noise amplification has a hard cut off at 9:30pm**

# Alcohol

## 5 hour Permit Fee

Alcohol is allowed on the property with an approved permit. Once obtained, you may serve for 5 hours; from 4-9pm., Alcohol is limited to **Beer, Wine and Champagne** only. These items may be served but not sold.

We strictly enforce all California Alcoholic Beverage Laws. *Professional Bartenders* are required. Servers of alcohol may not drink during an event, may not leave the bar unattended or allow self-service. They will be responsible to NOT serve guests under the age of 21 years.

**There is a strict cut off to alcohol at 9:00pm. At this time, the bar may stay open to serve non-alcoholic only but will be required to close down completely by 9:30pm. All unfinished drinks must be discarded at least thirty minutes prior to the end of your permitted time or no later than 9:30 pm.**

To ensure the safety of the guests, the State reserves the right to shut down the bar in the event of excessive intoxication or if the bartender has not already done so. If we see these rules not being followed, or find the bar is serving alcohol other than what is permitted, we will shut down the bar immediately for the remainder of the night and fines will be assessed to the permit holders.

**ICE DISPOSAL:** When breaking down the bar at the end of the event, it is important not to dump any ice in any of the planter areas or down the sink of our kitchen. There is a designated area located outside the venue, near the kitchen where you may leave any leftover ice to melt overnight.

**SMOKING:** Smoking is not permitted in the patio or grassy area of the cottage. There will be a designated smoking area provided outside the white adobe walls of the property.

### Additional rules regarding alcohol

#### **No glass beer bottles allowed**

Beer cans or kegs OK

Wine bottles are OK

Rented glassware is OK

## Party Rentals

### **All rentals arrive on the day of the event and when the permit is active**

You will establish an arrival time with the event coordinator during your final walkthrough meeting. If any vendors arrive prior to the start of the permit, they will be turned around by our staff or asked to park and wait for access. We will not allow drop offs or staging of equipment in the parking lot prior to the permit start time.

If anyone arrives to your event and begins setting up earlier than what is agreed to in the contract, a \$250.00 fine and permit extension fee of \$185.00/hour will apply and be billed to the permittee post event.

**Rentals are to return to the venue at 9:30pm. The venue must be CLEAR by 11:00pm**

**STAFF:** Please make sure your rental companies send enough staff to load out the venue within the allowed time limits. The permittee will be charged for State Park personnel that are kept at the venue beyond the shutdown of the event at 11pm at a rate of \$105.00/hour. Consider removing all items from the tables including linens at 9:30 pm so the rental company can effectively remove tables and the remainder of their equipment at 10:00 pm.

**DANCE FLOORS:** are not required for patio dancing. However, if the permittee so desires, one may be brought in by the party rental company.

**TENTS and CANOPIES:** A common tent or canopy size is 10X10. These are often set up over the caterer's area and occasionally over the buffet area, as well. All canopies must be self-standing and must comply with the State Fire Marshal's guidelines. All tents or canopies must be constructed during the normal time frame of the event. Self-standing umbrellas if wanting to have additional sun protection are also permitted. San Clemente Cottage may permit a large tent without walls for inclement weather. However, it will have to meet the Fire Marshal's approval.

**LIABILITY:** California State Parks assumes neither liability nor responsibility for any rental equipment or supplies incidental to the event. It is the responsibility of the Permittee to ensure that compliance is agreed to and met by any catering or rental company that may be used.

## Caterers

The Historic Cottage allows all types of caterers to service events.

**PRIVATE CATERERS:** Private catering companies or restaurant catering is allowed. They must have their own liability insurance and are responsible for maintaining the cleanliness of their cooking areas including the kitchen facility available to them. Any onsite cooking will need to be done outside the venue on the asphalt. If the cooking process is part of the serving (e.g taco cart, paella, rotisserie), the Cottage Coordinator may grant permissions to setup inside the venue only under the condition that a mat surface is situated underneath the caterers cooking station so as to catch any grease drippings or splatter that may stain the adobe tiles.

**FOOD TRUCKS:** Food trucks are allowed at the Historic Cottage but are required to be in complete compliance with city permits and licenses in order to serve at the venue. The event monitor and Cottage Coordinator hold the right to spot check these vendors. If they are found to not have current licenses, permits or the correct safety equipment required to operate they will not be allowed to serve at the event.

**PARKING/FIRE ACCESS:** During set up, it is required by State Fire Marshal's regulations that a fire access lane be maintained at all times. Locations of all vendors will be agreed to and approved prior to the event. Please ask one of your State Park monitors for any additional direction you may require onsite. The caterer may park their van or working vehicle in the driveway to the garage, located on the north side of the cottage. Staff parking arrangements must be coordinated with the permittee. It is wise to have the caterer's staff carpool and park in the designated Day Use area, in the immediate area in front of the cottage.

Food Service rules and regulations as they pertain to the rental of the Historic Cottage must be explained to all catering staff, cooks and bartenders. Please adhere to the following guidelines:

- If astro-turf or any mat is utilized below the food service preparation tables on the interior patio areas, please remember that GAFF tape is the only tape permitted to be used for securing. Other tapes leave a sticky residue, which becomes black or will peel off the paint if used on walls or our wooden ramp. Instead, use mats or heavy items as anchors.
- Do not set any cooking tools, food or beverages on top of the adobe walls.
- Dumping is not allowed on the property. All grey water **MUST BE TAKEN OFF THE PROPERTY**. As all caterers must be aware, dumping of ice on lawns will “burn” them. Dumping of grey water or beverages in the planter areas brings ants and unpleasant odors.
- **TRASH CANS** are provided by the State Park and the State Park monitor will dispose of the trash put into these receptacles. Do not place leaky garbage bags on the tiled patio. The State Park monitor will discard of all trash placed into the trash cans.
- Electrical Outlets are located around the perimeter of the patio. Caterers will need to provide their own extension cords, if required.

**The Cottage Kitchen/Food Preparation Facility** is located in the garage building, features modern fixtures and commodities. Virtually every convenience required for a professional food service operation is contained in this facility, including an industrial class garbage disposal unit. Also featured in the kitchen facility are two ovens (*DO NOT* set any items on an open oven door), microwave, one food warming bin and a commercial grade freezer/refrigerator. The twin stainless steel sinks may be used for some pot and pan cleanup. All other dishwashing and utensil clean up is left to the discretion of the caterer. If you bring in your own containers for this purpose, remember that the dumping of grey water is prohibited. All such water must be transported off site and disposed of elsewhere. Cleanliness is the rule of thumb in any kitchen and all hygienic practices normally observed in the food service industry must be adhered to. The State Park monitor will periodically inspect the food preparation facility from set-up until break down. Please ensure that you leave the kitchen in a clean, sanitary condition. The State Park monitor will also oversee the cleanup activity. The Department of State Parks and Recreation is happy to provide this service in order to further the success of your event. Please leave the kitchen in a cleaner state than in which you found it.

## Parking and Shuttle Services

The venue reservation comes with 50 parking passes for your guests. Half of our day use parking lot is reserved for your event from park opening at 6am through the park close at 10pm. All passes will be left at the front entrance station to be handed out to your guests by our entrance staff as they arrive.

There will be a \$15.00 day use fee per car for any additional vehicles, which will be billed to the permittee after the event. We encourage you to arrange for your guests to carpool to the maximum extent possible.

Handicapped guests may pull up to the side entrance, near the garage or near the south patio wall, to be dropped off. The vehicle **MUST** then be parked in the day use lot. Some designated handicapped parking is available in this lot. All distinguishing placards identifying driver or occupant as handicapped must be appropriately displayed on vehicles parking in these spaces.

**OFF SITE PARKING:** Some limited, metered parking is available on Calafia Street and down at the beach parking lot. Please read all parking restrictions on these meters.

**LYFT/UBER/TAXI:** Uber, Lyft and Taxis vehicles will be allowed into the park at the start and conclusion of the event to drop off and pick up guests.



**SHUTTLE VANS:** Must submit a copy of their automobile insurance to have on file if operating within the State Park driving guests back and forth during the event.

**OVERNIGHT PARKING:** No overnight parking is allowed. All vehicles and equipment must be removed by the end of the night.

## Ceremony Rehearsal

For wedding events and if needed, you are allowed a rehearsal at the venue. This date and time are to be set up with the Cottage Coordinator and will be scheduled around any other event happenings on the property. You will be given parking entry for up to 12 cars and access to the space for 1 hour. Please do not plan to leave or store anything for the event during the rehearsal. All décor and furniture will need to arrive on the day of the event.

## Important Rules

**WEDDING ARBOR/ARCHWAY:** Regardless of what area you are using, all wedding arches or arbors must be freestanding. Especially on the bluff, nothing can go into the ground.

**FLOWER PETALS and CONFETTI:**

**Cottage:** If having your ceremony on the Cottage patio, flower petals **MUST** be white in color and cleaned up immediately in order to prevent stains on the tiles. Artificial petals OK in any color.

**Bluff Ceremony:** Real flower petals OK in any color. Must be cleaned up immediately following ceremony. If failure to cleanup occurs, a cleaning fee will be billed to the permittee post event.

**Confetti and other restricted items:** We do not allow rice, paper confetti or birdseed to be thrown at, during or after the wedding or reception in any location.

**COTTAGE FIXTURES:** The HC will have approximately seven teak benches available for you to use or move around for your event. If moved from the original location, they **MUST** be moved back at the end of the night. State Parks staff will not move for you. Flower pots and other items which are a part of the permanent display around the perimeter of the cottage may not be moved.

**HANGING DÉCOR:** We do not allow any items to be tied to the trees or any other foliage. Lights may be wrapped around the trunks of the trees or placed at the base to provide up lighting. No open flame candles, lamps or lights are allowed in any of the trees or foliage. Anything attached to the structure of the building, including the adobe walls and fireplace walls is strictly prohibited. Everything brought in for decorating or lighting purposes must be free-standing. Speak with the cottage coordinator for approval of any décor and for additional details.

**LAWN GAMES:** Often, during cocktail hour, lawn games are present. They are allowed with certain restrictions. Games with balls or games that involve breaking into the ground are not allowed in any areas of the Historic Cottage (e.g bocce ball, croquet, ladder ball, horseshoes) or games that involve alcohol such as beer pong. Acceptable games allowed would be Cornhole, Connect 4, board games or giant Jenga. Speak to the Cottage Coordinator for approval of any desired activity not mentioned above.

**PETS:** Pets are not allowed inside the HC venue. Pets will only be allowed on the bluff for ceremonies, if reserved.

**LOST AND FOUND:** All lost items should be reported to the State Park monitor, on site. Please provide a brief description of the item, your name and phone number. Any items discovered to be missing *after you leave*

*the grounds* will be reported to the San Clemente State Park District Office at: (949) 492-0802. Any found items will be given to the pre-designated contact person prior to their departure from the event.

**NEXT DAY PICKUP:** Not allowed. All décor and rentals need to be picked up at the conclusion of the event. No overnight storage or parking.

## Cancellations

We understand that planned events may be cancelled for many different reasons. However, please be aware of our cancellation policy:

- The \$500.00 deposit is **non-refundable and non-transferable**.
- If you cancel within 60 days of your event date, your fees will not be refunded unless we are able to re-book the site. If you cancel your event prior to 60 days, your fees will be refunded with the exception of the \$500.00 non-refundable deposit.
- We do not allow confirmed dates or deposits to be transferred to another person's name. Once *your* permit and deposit have been received, and you decide you must cancel, the only option is to do so and thus lose the \$500.00 non-refundable deposit.
- For cancellations due to natural disasters or acts of God, (fire or floods) we will reimburse your entire fee. This reimbursement can take up to eight weeks or possibly longer to receive.
- We will not refund your money if you choose to cancel your event due to rain (Please read: Tent Regulations).

## Insurance

Every special event within California State Parks requires that Permittee acquire a liability insurance policy, applicable to the day of the event. Proof of this required insurance must be provided to the state by the permittee. Insurance must be executed by an insurance agent and on a form consistent with state form **DPR 169A Certificate of Insurance**. This form contains the required, detailed information that must be on your policy. It is the responsibility of the permittee to inform the insurance carrier of this requirement. Many agencies routinely issue their own form of this certificate as evidence of coverage. This will only be acceptable if it is consistent with the DPR 169A Certificate of Insurance. The policy will be in an amount no less than Combined Single Limit (CSL) of \$1,000,000 per occurrence. (See enclosed Insurance Requirement information sheet.) **Proof of insurance must be provided no later than 60 days prior to the event.**

## Insurance Requirements

The permittee will be required to provide a Certificate of Insurance, (consistent with DPR 169a) with specified endorsements as proof of liability insurance coverage. Special Event/Wedding insurance can be obtained through a carrier of your choice. The State requires an insurance agent to execute this certificate on behalf of the permittee.

## REQUIREMENTS:

This insurance certificate/policy will cover the period of the permit. It will be in an amount no less than Combined Single Limit (CSL) \$1,000,000 per occurrence and shall contain **all five** of the following special endorsements and conditions:

1. **State of California, its officers, agents, employees and servants are included as additional insured buy only as operations under this contract or permit are concerned.**
2. **The insurer will not cancel or reduce the insurer's coverage without thirty days prior written notice to the State.**
3. **Property damage or fire damage payments made under this/these policies shall be used to repair or rebuild the insured premises, and if not so used, such payments shall be made to the State. The proceed of any such insurance payable to the State shall, at the discretion of the State, be used for rebuilding or repairs necessary to restore the premises.**
4. **Upon request, insurer shall furnish the State a certified copy of the policy within fifteen days.**
5. **State of California, California State Parks**  
**Attn: San Clemente Historic Cottage**  
**225 Avenida Calafia**  
**San Clemente, Ca 92672**

Special Events that include the use of alcohol will require Liquor Liability insurance. Please make sure to email [sc.cottage@parks.ca.gov](mailto:sc.cottage@parks.ca.gov) a copy of your certificate once purchased.

### Acceptable Event Insurance Providers:

[www.theeventhelper.com](http://www.theeventhelper.com)  
[www.wedsafe.com](http://www.wedsafe.com)  
[www.wedsure.com](http://www.wedsure.com)

## Required Limits of Coverage

### **General Liability:**

General Aggregate	\$ 2,000,000
Products	\$ 500,000
Personal Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage	\$ 50,000
Medical	\$ 5,000

<b><u>Host Liquor Liability:</u></b>	\$ 1,000,000
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If motor vehicles are operated on State Park property as part of the event, Automobile liability insurance is required. For example a shuttle.

### **Automobile Liability:**

Bodily Injury (per person)	\$ 100,000
Bodily Injury (per accident)	\$ 300,000
Property Damage	\$ 100,000

# Acknowledgement of Venue Guidelines

By initialing below, I acknowledge that I have read, reviewed, and agree to adhere by all of the rules contained in the rules and regulations packet in order to obtain a permit at the San Clemente Historic Cottage.

Date of Special Event: \_\_\_\_\_

\_\_\_\_\_ I agree to the date listed on this page and am submitting the signed Special Event Application, this checklist and a non-refundable deposit for \$500. The deposit will be made by either CC authorization, Cashier's Check or money order made out to the "State of California".  
(Please keep guidelines packet for your own reference)

\_\_\_\_\_ "Fees"

\_\_\_\_\_ "Restrooms"

\_\_\_\_\_ "Lighting"

\_\_\_\_\_ "Photography"

\_\_\_\_\_ "Music"

\_\_\_\_\_ "Alcohol"

\_\_\_\_\_ "Party Rentals"

\_\_\_\_\_ "Caterers"

\_\_\_\_\_ "Parking and Shuttle Vans"

\_\_\_\_\_ "Important Rules"

\_\_\_\_\_ "Cancellations"

\_\_\_\_\_ "Insurance/Insurance Requirements"

X \_\_\_\_\_  
Signature of Permittee Today's Date



State of California Department of Parks and Recreation  
San Clemente State Beach Historic Cottage

I have read and understand the rules and regulations of the contract with California Department of Parks and Recreation at San Clemente State Beach's Historic Cottage.

My event dates is on \_\_\_\_\_

**I understand that I am not allowed to photograph in restricted areas of the park including on the train tracks and on the bluff cliffs. I understand that doing so will incur fines as well as the photographer and company not being allowed back to the venue.**

**Permitee Signature**\_\_\_\_\_

I understand that all alcohol service/bar will stop at 9:00 pm with all open containers being poured out at 9:30pm.

**Permitee Signature**\_\_\_\_\_

**I understand that the music/ DJ will stop at 9:30pm.**

**Permitee Signature**\_\_\_\_\_

I understand that the guests and wedding party will leave the venue and parking lot by 10:00pm.

**Permitee Signature**\_\_\_\_\_

**I understand that the clean-up crew (whether family members/ rental company / caterer who are involved in the clean-up) will be done and off premises by 11:00pm.**

**Permitee Signature**\_\_\_\_\_

I understand that any damage to the buildings and or grounds that are noticed the night of the event or the next morning by any persons involved in the event (guests or vendors) may result in being billed additional costs either directly or through the event insurance.

**Permitee Signature**\_\_\_\_\_

**I understand that the penalty for breach of these terms as signed here and in the permit guidelines may result in being billed additional costs either directly or through the event insurance.**

**Permitee Signature**\_\_\_\_\_